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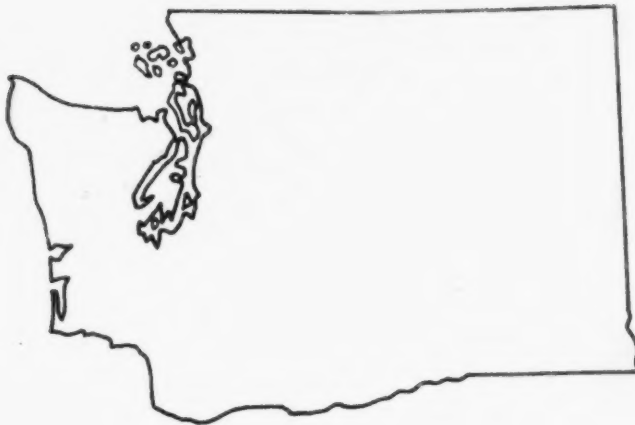
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## ABSTRACT

The state of Washington has traditionally involved as many members of the library community as possible in the development of long-range planning for library services. The work of the Washington Library Association, along with the surveys and activities of other groups and individuals during the past 40 years, is documented in Section I of this report, History and Library Planning and Development. The evaluation of this plan has followed the tradition of broad involvement. During the past year the Washington State Advisory Council on Libraries has conducted a comprehensive study of library services in Washington. Its report and recommendations were widely discussed with the profession, and the goals, objectives, and activities listed in Section II are the direct result of that study. Section III describes the current facilities and services offered to the people of Washington by their system of public, school, academic, and special libraries and the availability of various statewide resources. (Other State Plans are: LI003985 through LI003993, LI003995 through LI003997 and LI003999 through LI004004.) (Author/NH)



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**LONG-RANGE PROGRAM**  
**for the**  
**STATE OF WASHINGTON**  
**under the**  
**LIBRARY SERVICES**  
**and**  
**CONSTRUCTION ACT**  
**(Public Law 91-600)**

**JUNE 1972**

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THIS PLAN FOR THE DEVELOPMENT  
OF LIBRARY SERVICES IN THE STATE  
OF WASHINGTON DURING THE PERIOD  
1972 - 1977 HAS BEEN PREPARED IN  
ACCORDANCE WITH REQUIREMENTS OF  
FEDERAL LAW, PUBLIC LAW 91-600  
LIBRARY SERVICES AND CONSTRUCTION  
ACT, AMENDED 1970.

## INTRODUCTION

The state of Washington has traditionally involved as many members of the library community as possible in the development of long-range planning for library services. The Washington Library Association has been a leader in public library planning throughout its history, and in the past decade has substantially expanded its role to include consideration of all types of libraries as a total state resource. The work of this Association, along with the surveys and activities of other groups and individuals during the past 40 years, is documented in Section I of this report, History of Library Planning and Development.

The evolution of this plan has followed the tradition of broad involvement. During the past year the Washington State Advisory Council on Libraries has conducted a comprehensive study of library services in Washington. Building on the foundation of previous studies and developments, the Council involved over 100 library professionals, trustees, and laymen in the study. Its report and recommendations were widely discussed with the profession, and the goals, objectives, and activities listed in Section II are the direct result of that study.

Section III of this report describes the current facilities and services offered to the people of Washington by their system of public, school, academic, and special libraries and the availability of various statewide resources.

# **SECTION I**

## HISTORY OF LIBRARY DEVELOPMENT AND PLANNING IN WASHINGTON STATE

In 1931 the Washington Library Association was reestablished after its earlier merger with the Pacific Northwest Library Association in order to add strength to the State Library and support legislation favorable to libraries in the state.

In its first years of existence, the Association established an Executive Committee which worked to recodify the public library laws of Washington; then, in 1934, published A PROGRAM FOR LIBRARY DEVELOPMENT IN THE STATE OF WASHINGTON, (10) which contained these five principal goals:

1. Free library service for every person in the state of Washington.
2. Adequate financial support for this service.
3. Trained personnel to make the service effective.
4. Library service in every school building.
5. Cooperation in book collection and in providing the materials of research.

These goals were accompanied by detailed elaboration of the objectives and suggestions for librarians, library trustees, and Friends of the Libraries to use in working for the passage of the new public libraries act. This act passed the legislature in 1935. The law provided for county, regional, and school district libraries; protected tenure of office for library trustees; established a State Board for Certification of Librarians; and increased the State Library budget. The bill for a State Library Commission became law in 1941; it specified that it was the responsibility of the Commission to appoint the State Librarian, and that the State Library and the Commission were to take the lead in planning for library development throughout the state.

In 1938 a second PROGRAM FOR LIBRARY DEVELOPMENT IN THE STATE OF WASHINGTON (11) was prepared by the Washington Library Association Executive Committee. This plan underlined the tenets of the first and analyzed the current extent of library service in Washington. The PROGRAM made specific recommendations for strengthening the State Library, along with recommendations for financing services, cooperation between libraries, etc.

The third PROGRAM OF LIBRARY DEVELOPMENT IN THE STATE OF WASHINGTON (12) was issued in 1944. The new publication stated that although satisfying gains has been made in service and advancement when compared to the 1934 and 1938 goals, eighteen per cent of the people were still without library service in the state and the fullest objectives were still to be reached. These objectives were:

1. Further development of rural library service in the state.
2. Grants-in-aid to promote universal library service.
3. The need for improved personnel in all libraries.

## HISTORY OF LIBRARY DEVELOPMENT ...

4. Development of school library service in urban and rural areas to a higher degree.
5. More adequate support for and coordination among the college and university libraries.
6. Further support of the Bibliographic Center to expand its latent service potentialities.
7. Development and supervision of libraries in state institutions.
8. Broadening the services of the State Library to the people.
9. Serious efforts to develop a citizenry informed on all library matters.

The year 1950 marked the publication of a vital document, A PROPOSED REGIONAL LIBRARY PLAN FOR THE STATE OF WASHINGTON, (4) by Dr. Charles E. Bowerman of the Sociology Department of the University of Washington. Better known as the "Bowerman Report," the study made a survey of the public libraries in Washington and divided the state into 12 regions based upon such data as: county lines, centers of trade, and sufficient population and tax base to support library units at a level which would provide good library services. The continuing validity of these 12 regions has recently been reaffirmed.

The Washington Library Association meeting in 1950 was devoted to discussion of the Bowerman Report, and it was adopted by the WLA and the State Library Commission as the State Plan for public libraries.

The principles of the Bowerman Report were supported and extended by the findings of the two-year inquiry, 1956-1958, into library services and facilities of the Pacific Northwest, which was sponsored by the Pacific Northwest Library Association, funded by the Ford Foundation, and administered through the University of Washington. (7)

The inquiry investigated public libraries, elementary and secondary school libraries, and college, university, and special libraries and cut across them all to bring perspective and a fresh approach to situations or problems long recognized.

In 1965 the Washington Library Association appointed a Statewide Programs of Service Planning Committee, whose discussions centered upon the necessity to update the Bowerman Report and to inventory the needs of public, school, and academic libraries. This resulted in AN INVENTORY OF LIBRARY SERVICES AND RESOURCES OF THE STATE OF WASHINGTON, 1965, (3) by Professor L. Dorothy Bevis of the University of Washington School of Librarianship.

The INVENTORY was completed just prior to the Governor's Conference on Libraries held September 20, 1967 in the State Capitol and attended by 450 citizens, trustees, and librarians. The INVENTORY's findings were summarized and presented with the deficiencies in services pinpointed for the delegates.

The concern stimulated by the Governor's Conference for the improvement of library services led to requests for regional Governor's

## HISTORY OF LIBRARY DEVELOPMENT ...

Conferences that could focus upon specific problems within areas and aid in identifying procedures for developing library service. Six regional Governor's Conferences were held throughout the state in 1968 and served to alert and energize individuals to look closely at their own communities and act in improving their library services.

Also outlined at the 1967 Governor's Conference on Libraries was the report of Joseph Becker and Robert M. Hayes, who had been commissioned by the State Library at the direction of the LSCA Title III Advisory Council to develop a plan for cooperative library networks. Entitled A PROPOSED LIBRARY NETWORK FOR WASHINGTON STATE, (2) the report listed the following goals:

1. To promote the increased sharing of resources by libraries, particularly of different kinds and with different area jurisdictions.
2. To use modern technology in an appropriate, economic manner and, by doing so, facilitate the sharing of resources.
3. To expand the availability of library materials to every resident of the state.

The introduction to that report pointed out that:

The elements of the program plan are already either in existence, in experimentation, or in discussion. The plan, therefore, is neither very new nor very startling. However, the plan proposes a logical integration of these elements into a single planned progression of steps, and thus provides a rationale for development.

A copy of the plan was mailed to every professional librarian in Washington State and was then discussed in detail at 14 meetings in several geographic locations in 1968-69. Librarians from all types of libraries provided input to this beginning discussion of network development and endorsed the concept, although they also recognized the difficulties in actually accomplishing the goal of a network. Continuing network development activity has included the 1971 STUDY OF LIBRARY NETWORK ALTERNATIVES FOR THE STATE OF WASHINGTON (9) and the DIRECTORY OF SERIALS IN WASHINGTON STATE LIBRARIES also in 1971. (21)

During the development of the above plans, the problem of adequate financing of public library services had always been recognized, but in the early 1960's the situation became critical as a result of several factors, including a legislatively-imposed property tax freeze. In 1966 the Washington Library Association, after careful study and consultation with tax experts and legislators, voted to request of the 1967 legislature monies for operational grants-in-aid to be administered by the State Library in order to prevent deterioration of service levels and a loss of momentum in the long-range goal of good library service for every citizen of the state. The 1967 request was not successful, so again in 1969 a request for operational grants-in-aid was included in the State

## HISTORY OF LIBRARY DEVELOPMENT ...

Library budget. Since the item was not included in the budget presented to the legislature by the governor, the Washington Library Association lobbied for its restoration. During the legislative session it became evident that grants-in-aid would not be funded, but an interim measure bringing some relief to library districts was enacted. At the same time, the difficulties of financing libraries were recognized by the legislature, and it directed the Joint Committee on Education to study the problems of all libraries and report back to the 1971 session with recommendations.

By 1969 it began to be apparent that the LSCA Title III Advisory Council and the Washington Library Association Statewide Programs of Service Planning Committee were overlapping in both interests and activities. The two committees were then merged and reconstituted as the Statewide Library Development Council, with members being jointly appointed by the association and the commission.

This Statewide Library Development Council worked closely with the Joint Committee, whose report with recommendations was released December 19, 1970. (20) A bill was drawn up by the Joint Committee and introduced in the 1971 legislative session as HB 297. Certain portions of that bill were not acceptable to segments of the library community, and it failed in committee. However, the House Education and Libraries Committee prepared a resolution, HCR 20, which directed

... the Legislative Council in conjunction with the Washington State Library Commission to study the possibility of instituting regional libraries or other systems designed to provide adequate statewide public library service. The studies by the Commission and a report outlining their findings and recommendations shall be submitted to the 1973 session of the legislature. (Appendix 2)

Following the enactment of the amended LSCA PL 91-600, the Washington State Advisory Council on Libraries (WSACL) replaced the Statewide Library Development Council and Title IV Advisory Council. The council has 15 members who are representative of all types of libraries, both public and private, and includes laymen from many segments of society.

The State Library Commission, recognizing the responsibility of the newly-formed council to develop a long-range plan, requested WSACL to pursue the HCR 20 Study and deliver its recommendations to the Library Commission and the Legislative Council by the summer of 1972.

The Advisory Council began its work by developing a structure of task forces which would ensure involvement from a broad range of citizens, trustees, and library professionals. Five such task forces were established: Administrative, Equitable Services, Fiscal, Legal, and Network Services. Each had representation from many facets of the library community and different geographical areas, and the Advisory Council directed its task forces to examine all aspects of library service

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in Washington and to base their recommendations on the total state picture. The State Library and its staff served as a resource and support team.

After receiving task force reports and recommendations in February 1972, the Advisory Council completed a preliminary draft of goals for library service and listed the objectives and activities for the next several years. (14) This draft was then distributed to public, academic, and special libraries, to public library trustees, regional representatives of the Washington State Association of School Librarians, members of task forces, and the executive boards of library associations in the state. It was then discussed with the State Library Commission, the Legislative Council, and the Washington Library Association at its 1972 general business meeting. The Association adopted several resolutions pertaining to the recommendations of the Advisory Council.

Based on those resolutions plus input from other discussions, the Advisory Council in May listed the activity priorities in three areas: those for which funding would be requested during the 1973 or later sessions of the legislature; those which would proceed through the next biennium from regularly-available funds; and those which require further study.

These priorities have subsequently been discussed with the State Library Commission and are now in the process of final definition before being submitted to the Legislative Council. Because of the magnitude of the study, the Washington Library Association passed a resolution to request an extension until 1975, at which time recommendations resulting from further analysis can be presented.

Action on the part of the State Library Commission or the Legislative Council, as a result of public hearings, may cause some modifications in the following activity statements; but they are here presented as defined to date. Included among the activities awaiting final definition is the recommendation for an evaluation function. Therefore, the following activities also lack definition of the procedures for evaluation.

## **SECTION II**

## GOALS, OBJECTIVES AND ACTIVITIES

The following goals, objectives and activities were identified during the Washington State Advisory Council of Libraries HCR 20 Study of libraries. As the Washington State Advisory Council on Libraries focused on the goals of library service, it first defined the mission of libraries:

Whereas a basic premise of the American way of life is the maintenance of a free and open society; and

Whereas knowledge is power in a free and open society;

Therefore, making all kinds of information available to all people is essential to the survival and growth of that society.

It is the mission of libraries in our society to be aware of the individual's needs for knowledge and personal growth, and to respond to those needs by acquiring, organizing, and providing access to, and exchange of, the wisdom, experience, and imagination of mankind.

To accomplish this mission, the following goals were identified:

To assess the needs of people of the state in relation to library service, and to do this in cooperation with the people themselves and with their agencies and groups.

To provide library service for each individual according to his needs and desires, and to increase his awareness of the availability and potentials of such service.

To provide efficient management for effective utilization of library resources, and to provide to all people maximum accessibility to those resources.

To develop new and more effective methods, both qualitative and quantitative, for evaluating the performance and efficacy of libraries.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### BASIC LIBRARY FUNDING

The descriptive statements in Section III identify the specific funding patterns and problems for the various types of libraries, but it is appropriate to state that all of the publicly-supported, as well as privately-supported, institutions are finding it consistently more difficult just to maintain the quality of their collections and services in light of burgeoning costs and rapidly expanding clienteles. This obviously does not allow for the expansion of materials and service programs.

The Washington Library Association has been on record since 1968 as favoring a state income tax to supplant the unsatisfactory property tax as the source for support of public and school libraries. The association has worked actively to change the state's tax structure since that time. A statewide vote in 1971 defeated the proposed state income tax, but concentrated efforts to evolve a new tax package are underway.

Until the basic tax structure of the state is satisfactorily resolved, the current funding of libraries will, in all likelihood, remain unchanged.

#### OBJECTIVE:

To modify the sources and processes of funding of the publicly-supported libraries in order to provide responsive and sufficient fiscal support.

#### ACTIVITIES:

1. To monitor the consequences of the California Supreme Court Serrano decision, as well as similar cases and decisions in other states, as they affect the use of local property taxes for funding school and possibly public library programs.
2. To work with the Department of Revenue and other state agencies and groups in developing alternative state taxing structures to assure the specific inclusion of public library and school funding.
3. To work with the Council on Higher Education's Office of Interinstitutional Business Studies in 1973 as it revises the model budget formula for academic libraries.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### MATERIALS RESOURCES

The libraries of Washington are faced at all levels with an alarming acceleration in the disparity between the materials and information which are requested and their ability to meet those requests. Broader interests, new clientele, and greater emphasis on continuing education at the community level are increasing the number of unmet demands at the public library and community college learning resource centers. School instructional media centers are finding it impossible to purchase enough new materials to maintain a viable collection for their ever more sophisticated students and faculties. Libraries of four-year and graduate institutions need additional funds to meet the spiraling costs of materials, especially serial publications. Graduate school libraries are unable to keep up with increasing demands for very expensive specialized research materials. Nor can the academic libraries afford the specialized computer data bases (CHEMICAL ABSTRACTS, etc.), which would increase their efficiency. Nearly all types of libraries are deplorably low in the range and numbers of audio-visual materials available but are unable to substantially increase their collection due to the rising costs of purchasing and the costs of maintaining and servicing such a collection.

As a whole, the total resources of the state are inadequate even if all materials were accessible. It is possible that state funding of public library materials and additional funding to school and academic libraries will provide impetus to the efforts directed towards eliminating barriers to statewide access. But without substantial assistance to purchase new materials, the libraries of the state will fall irreparably behind in the adequacy and currency of their collections.

#### OBJECTIVE:

To develop library material resources (books, periodicals, and non-print) to meet the recommended level by the end of the decade.

#### ACTIVITIES:

1. To request of the 1973 legislature that the state assume continuous funding of the purchase of current materials resources (books, periodicals, non-print) at the recommended rate, for all municipal and district libraries in the state, and also provide additional sums so that total statewide resources may reach the recommended level by the end of the decade.
2. To request of the legislature supplemental funding for community college learning resource centers.
3. To request of the legislature additional funding for the two university libraries, to be used for

## GOALS, OBJECTIVES AND ACTIVITIES ...

the acquisition of scientific literature by means of computerized approaches in their respective areas of specialization, and for the support of these facilities so that these services can be extended to potential users throughout the state.

4. To work to achieve at the next legislative budget hearings a five to ten per cent increase in the allocation level as determined by the model budget analysis system for libraries -- 05 for the academic libraries.
5. To examine the feasibility of designating specified libraries as Major State Resource Libraries to be specially funded.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### SERVICES TO THE UNREACHED AND UNSERVED

Concomitant with the lack of adequate basic funding is the shortage of staff time and facilities to pursue extension of services to the "unreached" (aged, disadvantaged, physically handicapped, mentally retarded, blind, etc.). That these persons cannot or do not come to the library is no longer an acceptable reason for disregarding their needs. Librarians have accepted their responsibility for reaching out to serve, of going beyond the institution's walls into the home, work area or recreation areas where the people are. Such extended services are expensive in terms of equipment, different facilities, and specially-trained personnel. A budget which has traditionally provided for little more than acquisition and storage cannot absorb these new costs, nor can most local funding sources add a significant amount.

In addition to the unreached who pay for but have not used libraries, 4.7% of Washington's population is "unserved"; i.e., they do not support and do not have direct, immediate access to a community library. Political and economic problems have delayed the establishment of basic public library service in the unincorporated area of fourteen counties and fifty-six municipalities. Past efforts to establish such service through demonstrations of full service using LSCA and state funds have proved successful in establishing three intercounty library districts. However, the Washington Library Association concluded after those three demonstrations that the process was too costly and time-consuming and that alternative approaches should be explored. The 1970 House Bill 297 would have mandated regional systems of public libraries, but it failed in committee. During the House Concurrent Resolution 20 Study, the advisory council has been examining this problem but has failed to resolve the basic ideological conflict of mandate versus enticement.

#### OBJECTIVE: (Unreached)

To develop library services that will reach out and meet the needs of citizens who are not library users because of physical, economic or social barriers.

#### ACTIVITIES:

1. The council will continue its study to determine effective methods of accomplishing the outreach services.
2. The council has recommended that state funds be sought from the 1973 legislature to provide to individual libraries and library systems grants for outreach or extension services to those persons not now adequately served. Guidelines for grants should include certain requirements such

## GOALS, OBJECTIVES AND ACTIVITIES ...

as: 1) involvement of the special groups in analyzing needs, program planning and implementation; 2) cooperation and coordination among various public and social agencies and institutions; and 3) evaluation.

### OBJECTIVE: (Unserved)

To ensure that public library services are available to all citizens of Washington.

### ACTIVITIES:

1. To continue the HCR 20 effort to determine the method(s) of establishing library service in the unserved counties and municipalities, and to begin appropriate implementation.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### NETWORK ACTIVITY

The Washington State Advisory Council on Libraries HCR 20 Study reaffirmed the need to continue building cooperative services and programs between all types of libraries and to employ appropriate telecommunications equipment and methods. Such activity allows the provision of services more effectively, with a minimum of duplication at cost-effective levels.

#### OBJECTIVE:

To provide more effective utilization of existing resources, more efficient management, and improved communications, through cooperative endeavors.

#### ACTIVITIES:

1. To continue study and development of effective administrative structures for network activities at local and state levels.
2. To study and recommend a system of reference and referral service outlets.
3. To study and implement, if feasible, a teletype (TWX) network.
4. To examine the cooperative storage concept and, if feasible, establish such a center.
5. To continue examination of the possibilities for coordinated selection policies.
6. To examine policies, procedures, and delivery systems for interlibrary loan and draft a state interlibrary loan code and operations manual.
7. To continue development of the bibliographic data base in MARC format for the state, with the final approach to be predicated upon the conclusions of an ongoing pilot project.
8. To continue development of a statewide union list of serials.
9. To examine the methods by which the benefits of the federally-supported health sciences information network might be extended to a state or locally-supported network.

GOALS, OBJECTIVES AND ACTIVITIES ...

10. To seek funding for library participation in the prototype of a multi-purpose communication system being developed in the state.
11. To explore through discussions the possibilities of increased integration of processes and services between types of libraries, and between libraries and other social and public agencies.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### STAFF DEVELOPMENT

In-service training for both professional and non-professional staff is essential for the development of quality library services; however, such training programs are frequently inadequate, or in some instances, non-existent. Nor is continuing professional education for librarians available on a regular basis from an accredited institution of higher education in the state.

To complement outreach programs at the local level there is a need for improved communications with those to be served. Representatives from all segments of society must be an integral part of the planning and growth of libraries if these outreach services are to be meaningful.

#### OBJECTIVE:

To improve the capabilities of all library personnel to effectively meet the needs and wants of the citizens of Washington.

#### ACTIVITIES:

1. To request of the legislature funds to provide reimbursement to local libraries which conduct or participate in training programs for library and media aides, technicians, community librarians, outreach personnel, etc., when such training programs are geared to increase the recruitment and retention of members of minority and disadvantaged groups.
2. To explore with community college and vocational technical institutes the possibilities for incorporating formal training of current library non-professional staff into their regular programs for training of library technicians.
3. To explore the potential for establishing continuing education in librarianship at the post-masters level at the University of Washington School of Librarianship.
4. To increase the manpower and education program within the State Agency so that all types of libraries and their personnel may have opportunities to improve their skills and services; and, to expand that agency's direct assistance in program planning and proposal writing.
5. To encourage individual libraries to add a staff development position where practical.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### INFORMATION DISSEMINATION

Libraries are beginning to face the realization that most of the general public is not aware of the multitude of library services available, nor are they aware of the methods for accessing those services. Until sophisticated and continuing information dissemination programs are initiated, the vicious circle of individuals not availing themselves of services, and those services not responding to the unknown needs of the non-users, will continue.

In addition, as the Washington State Advisory Council on Libraries continues its planning for library development, both professional laymen must be kept informed of the thinking and action of the council if that body is to receive the input needed.

#### OBJECTIVE:

To increase awareness and encourage the use of library services by the general public and to secure broadened input to make library planning responsive to its total potential clientele.

#### ACTIVITIES:

1. To procure funds for and produce an effective and continuing media public relations campaign.
2. To secure funding for library participation in Expo '74 to be held in Spokane, Washington.
3. As a supplement to the quarterly LIBRARY NEWS BULLETIN it is proposed to begin publication of a monthly newsletter directed to all types of professional library employees, to be financially supported by professional library associations.

## GOALS, OBJECTIVES AND ACTIVITIES ...

### RESEARCH AND PLANNING

As the Washington State Advisory Council on Libraries progressed with its study, certain areas were identified where there is a lack of sufficient current information for planning purposes.

#### OBJECTIVE:

To obtain and/or update information needed in planning for future library development.

#### ACTIVITIES:

1. To analyze current and projected census figures and other indicators to identify the state's population in terms of ethnic, social, economic, and physical characteristics; such analysis to be accompanied by and related to a profile of the state's geography, topography, and economic bases as they relate to the provision of library services.
2. Identification of what the non-users of publicly-supported libraries want or need is an essential element in planning for library service. It is, therefore, intended to request of the legislature funds to conduct a survey of non-users to determine:
  - a. If information such as could be found in publicly-supported libraries is accessed, where it is accessed;
  - b. Non-users' perceptions of what library services not now provided should be provided, where they should be made available and whether such provision would make the non-user a user;
  - c. An indication of the non-users' understanding of how libraries are supported and how they are managed.

To aid in integrating total state services, it is anticipated that item a. above would also indicate what other library a citizen uses if he does not patronize his public/school/academic library.

3. To develop a data collection system which would provide information on a continuous basis concerning the materials and personnel resources of all types of libraries.
4. To request of the legislature funds for an indepth study of the kinds and quality of library services available in the state's common schools (K-12).

GOALS, OBJECTIVES AND ACTIVITIES ...

5. The lack of qualitative standards for evaluation of library programs, as well as the desire to adapt national quantitative standards to the state level, resulted in the appointment of an Advisory Council Committee on Criteria for Library Programs. Target date for completion of the committee's task is 1974, at which time its output will be used to evaluate current library services and plan for future development.
6. To establish within the State Agency, or at some other appropriate location, an evaluation function for on-going analysis of the level of attainment of the objectives listed in this plan, as well as those identified in proposals for which LSCA or state funding has been or will be granted.
7. To analyze the role of the State Library in light of planned and potential developments.

## **SECTION III**

DESCRIPTIVE STATEMENTS ...

PUBLIC LIBRARIES

The Revised Code of Washington provides for several alternative organizations.

METHODS OF ESTABLISHMENT, GOVERNANCE, AND SUPPORT:

Municipal Library

Established:

- a) by action of legislative body; or
- b) by vote of electors at public or special election, upon petition of 100 taxpayers of the municipality

Governed:

by board of five trustees appointed by mayor with consent of legislative body

Supported:

by monies appropriated from municipal general fund

County Library

Established:

- a) by action of legislative body; or
- b) by vote of electors at public or special election, upon petition of 100 taxpayers of the county

Governed:

by board of five trustees appointed by county commissioners

Supported:

by monies appropriated from county general fund

Note: There are no county libraries established under this provision.

DESCRIPTIVE STATEMENTS ...

Rural County Library District

Established:

- a) by petition of at least 10% of registered voters outside incorporated areas; and
- b) County Commissioners placing proposition on ballot at next succeeding general or or special election; and
- c) majority vote

Governed:

by board of five trustees appointed by County Commissioners. The board has powers of a municipal corporation.

Supported:

by tax levy on the property in the district (outside incorporated areas)

incorporated areas may contract for services

Intercounty Rural Library District (two or more counties)

Established:

- a) by County Commissioners meeting in joint session attended by a majority of County Commissioners in each county, and by a majority vote of those present; or
- b) by petition of 10% of registered voters outside incorporated area in each county followed by vote at general election; or
- c) by identical resolutions of County Commissioners of each county proposing formation of district, followed by vote at general election.

Governed:

by board of five or seven trustees appointed by boards of County Commissioners; the board has powers of a municipal corporation.

Supported:

by tax levy on the property in the district (outside incorporated areas); incorporated areas may contract for services

## DESCRIPTIVE STATEMENTS ...

### Regional Library (two or more counties or other governmental units)

#### Established:

by action of their legislative bodies  
jointly establishing under terms of con-  
tract to which all agree

#### Governed:

by the board of five or seven trustees  
appointed jointly by action of the legis-  
lative bodies concerned

#### Supported:

under terms agreed upon in contract

### TYPES IN EXISTENCE:

Within the state of Washington there are currently 59 municipal libraries, no county libraries, seven rural county library districts, three intercounty rural library districts, and four regional libraries. Two of the regional libraries are each made up of a rural county library district and municipalities; the other two are each composed of an intercounty rural library district and municipalities.

Together these public libraries serve over 95% of the state's total population. Topography causes one of the major problems in providing library services in Washington. The state is effectively divided by the Cascade Range, which runs north to south. Only 37% of the square mileage is west of the Cascades, but it supports over 75% of the population. Eastern Washington, with 25% of the population situated on 41,846 square miles, has responded to the problem by developing innovative programs to reach a widely-scattered population that is generally involved in mining, farming, ranching, or lumbering. A notable first includes Mail Order Catalog service, a technique that was pioneered by the North Central Regional Library (legally an intercounty rural library district) which by itself covers 14,936 square miles.

### AREAS WITHOUT PUBLIC LIBRARY SERVICE:

Fifty-six municipalities are without publicly-supported library service, although a few have small privately-operated units. The rural area of fourteen counties, which together constitute 30% of the state land mass, are also not supporting public library services. Nine of the counties are located in eastern Washington; the remaining five are generally the least populous and geographically isolated counties in western Washington. An example of the geographical difficulties is San Juan County, which is composed of the San Juan Islands in northern Puget Sound. Efforts to provide library service in these areas are considered in the previous GOALS AND OBJECTIVES section.

## DESCRIPTIVE STATEMENTS ...

### COORDINATION:

As noted in the HISTORY section, the Washington Library Association has been very active in the development of services, and particularly in the public library field.

In addition, the Washington State Library Commission, the State Library, the Washington State Advisory Council on Libraries, and, to some extent, the Pacific Northwest Library Association, have maintained a continuing posture of interest and effort directed at further development and refinement of the kinds and quality of all types of library services offered in the state.

Through the activities and discussions of the above groups, the public libraries have generally been the leaders in the development of new facilities, proposed cooperative activities, and networking.

## DESCRIPTIVE STATEMENTS ...

### COMMON SCHOOL MEDIA CENTERS AND LIBRARIES

#### GOVERNING BODIES:

The State Board of Education, in addition to its responsibilities for higher education, also has the following responsibilities for the common schools (K-12): Preparing outlines of courses of study; prescribing rules for the general administration of the common schools; developing standards for the examination of pupils completing courses of study; and classifying school districts and approving plans for school district reorganization. In addition, the board supervises the distribution of funds for school construction needs and funds needed by school districts to meet the minimum standards as determined by the board for maintenance and operation of the common schools.

The Superintendent of Public Instruction is an elected official and an executive officer of state government provided for in the Constitution. His duties are to supervise all matters pertaining to public schools and other duties as prescribed by law. Duties and responsibilities are in two classes: regulatory and services. Among the regulatory duties are certification of personnel, approval and accreditation of programs, and apportionment of state and federal funds. The service category covers a vast area of statistical and accounting processes, management, curriculum content, and other aids to the school districts of the state.

In the office of the Superintendent of Public Instruction and within the larger unit of Curriculum and Instruction, the Office of Learning Resources Services is specifically charged with the supervision, promotion, and development of school library resources and programming.

In 1965 legislation was enacted that provided for the formation of the Intermediate School Districts (ISD's) on a voluntary basis that would replace the 39 County Superintendent Offices. Six ISD's were formed during the period of 1965-1969. Then in 1969 the legislature authorized the State Board of Education to create a system of ISD's. The board, therefore, established fourteen Intermediate School Districts on May 27, 1969. In 1971 the legislature again acted, this time establishing the ISD's as regional service agencies and eliminating their regulatory, supervisory, and quasi-judicial powers.

#### FUNDING:

School instructional media centers are supported as part of the regular school budget, the bulk of which monies comes from local property taxes, a portion of which is collected at the state level. Where the yield from regular property tax levies is insufficient to maintain the school program, the district may arrange an election on a special levy for additional funds. As a single department within a school, the instructional media center must compete with other departments for budget allocations and is often the first item cut when budget shrink and special levies fail (as they have been doing frequently).

## DESCRIPTIVE STATEMENTS ...

### STATISTICAL DATA:

Within the fourteen ISD's there are over 300 school districts in the state of Washington, which encompass about 1700 schools including vocational technical institutes. There are also 227 K-12 private schools. Current statistical data concerning the K-12 library programs is lacking, with the most recent published compilation contained in the 1965 INVENTORY OF LIBRARY SERVICES AND RESOURCES OF THE STATE OF WASHINGTON. (3) The Washington State Advisory Council on Libraries has recommended that an in-depth study of the school libraries and media centers be conducted as soon as funding is available.

### COORDINATION:

The Superintendent of Public Instruction is, by law, the chairman of the State Library Commission, so coordination and information dissemination is an automatic by-product of this arrangement.

The roles of the Intermediate School Districts, because of their relative youth, have not yet been established though many have begun active leadership roles within their responsibilities for areas of K-12, especially in audio-visual services. Their unique position holds many possibilities for coordinative activity in statewide planning and programming.

In addition, the ESEA Title II Advisory Council currently and in the past has included a member of the State Library staff.

The Washington State Association of School Librarians has appointed a liaison member to the Washington State Advisory Council on Libraries in order to provide two-way communication, in addition to the school library member of WSACL. Many WSASL members hold reciprocal membership in the Washington Library Association.

## DESCRIPTIVE STATEMENTS ...

### ACADEMIC LIBRARIES

#### GOVERNING BODIES:

The publicly-supported institutions of higher education operate under a variety of governing bodies.

The State Board of Education consists of fourteen members, two from each congressional district. The board is responsible for the approval of student entrance requirements to the publicly-supported higher education institutions; approval of education courses offered by the institutions in Washington and from other states for the purpose of awarding teachers' certificates to graduates; and financial assistance for blind students attending institutions of higher learning.

The State Board for Community College Education is vested with general supervision and control of the community college system including budgetary authority. The seven-member board is appointed by the Governor.

Coordination of the activities of the four-year and community college institutions is being conducted through the Council on Higher Education which was created by the 1969 legislature. The council works with these separate systems and institutions, as well as with the state's private academic institutions. The purpose of the council is to provide a mechanism to develop higher education policies, perform higher education planning functions, and to be a coordinative vehicle between institutions. The council also administers the state program of financial aid and supervises federal programs for student loans and facilities construction.

The Council on Higher Education consists of nine public voting members appointed by the Governor and confirmed by the Senate. Non-voting members are two senators appointed by the President of the Senate, one from each party; two representatives appointed by the Speaker of the House, one from each party; all public college and university presidents; two representatives of private institutions and one community college president appointed by the Governor; the Executive Director of the State Board for Community College Education; and two representatives from the executive branch appointed by and serving at the pleasure of the Governor.

In addition to these boards and council, each institution operates under a board of regents or trustees. The library program is a department within the institution.

#### FUNDING:

State-supported institutions of higher education (graduate, four-year, and community college) are funded by state legislature appropriations which are determined on the basis of a model budget formula. One section of that formula deals specifically with library programs. The formula has been unsatisfactory in some instances and is being revised. The community college learning resource centers have an additional problem whereby the monies are divided following legislative appropriation.

## DESCRIPTIVE STATEMENTS ...

### STATISTICAL DATA:

There are four colleges and two universities supported by public funds. The oldest, the University of Washington, began operation in 1861. The newest, The Evergreen State College, enrolled its first class in the Fall of 1971. This continuing establishment and growth characterizes Washington, which as a state is still relatively "new," having achieved statehood in 1889. Population mushroomed in the 1940's and 1950's and brought with it the concomitant problems that affected not only the universities and colleges but also the library services provided by community colleges, schools, and public libraries.

Private academic institutions in Washington number eight colleges and four universities.

### COMMUNITY COLLEGES:

The Community College Act of 1967 surveyed the existing junior colleges, subdivided the state into 22 separate community college districts, and charged each district board of trustees with the responsibility to make educational services available to all the citizens of their district and particularly to provide adult education. Today there are 25 major campuses completed or under construction. In addition, there are over 200 off-campus centers for instruction.

Student enrollment continues to grow, with 107,000 students forecast for the publicly-supported universities, colleges, and community colleges in 1975. The Carnegie Commission on Higher Education found that: "Among all states, Washington ranked third in the percentage of total undergraduate enrollment in two-year institutions (48.6). Washington ranked seventh in total community college enrollment in 1968 and second highest in its 1960-1968 enrollment growth rate." (15)

Highlighting again this rapid growth, the Arthur D. Little Report to the Superintendent of Public Instruction predicted: "Enrollments in community colleges will increase approximately 68% between 1965 and 1970, 41% between 1970 and 1975, 29% between 1975 and 1980, and 22% between 1980 and 1985." (1) This 1966 prediction has proved close to the actual rate of growth, although there seems to be a slow-down in the current growth patterns. This rapid growth has resulted in major problems in developing library resources and services to meet the ever growing needs of the students.

The 1965 INVENTORY OF LIBRARY SERVICES AND RESOURCES provided a long overdue look at community college library resources by the library profession in Washington State. (3) Since that time, data has regularly been collected, compiled, and published in the annual statistical issue of the LIBRARY NEWS BULLETIN. (22)

Library resources of the four-year public and private institutions are outlined in the institutions' annual reports to governing bodies, to the Council on Higher Education, in the annual survey which results in the National Center for Educational Statistics publication LIBRARY STATISTICS OF COLLEGES AND UNIVERSITIES, and in biennial reports to the state legislature made by their institution.

## DESCRIPTIVE STATEMENTS ...

### COORDINATION:

Coordination of library programs of the four-year institutions, as well as the community colleges, is evolving as a function of the Council on Higher Education. That council, as an agency created by the Legislature, includes agencies with similar responsibilities in its working relationships.

In addition, the academic librarians formed the Washington Higher Education Library Committee (WHELCOM) in 1964. This consortium is not officially related to the Council on Higher Education, but there has been a constant interchange of information, discussion of goals, evaluation of and input as related to acquisitions, staffing, and budget formulas developed by the council or its Office of Interinstitutional Business Studies. For several years the State Librarian served as Secretary to the committee and she continues to be a member. Community colleges are also represented in WHELCOM.

Community College Librarians and Media Specialists (CLAMS) has become one of the most active associations in developing goals and programs, surveying and pinpointing problem areas, and becoming involved in activities pertaining to the budgeting processes for the community college system. CLAMS has appointed a liaison member to the Washington State Advisory Council on Libraries, and its members have been very active in the task force studies of library services in the state.

## DESCRIPTIVE STATEMENTS ...

### SPECIAL LIBRARIES

Privately-supported libraries of business and industry in the state of Washington number over 30. Aerospace, lumber products, legal, and newspaper libraries dominate the group. Technical, recreational, and church collections are represented, as are over forty federal, state, or private medical collections. Other governmental libraries are the State Archives, the State Law Library, and county or regional law libraries. In addition, special materials are held by many local museums and historical societies.

### STATISTICAL DATA:

Statistical information concerning special libraries is not available; however, the Pacific Northwest Chapter of the Special Libraries Association does have the uncompiled replies to a partial survey conducted in early 1971.

### COORDINATION:

The involvement of the special libraries in statewide planning has been continuous, particularly so since the advent of network planning. The most active participants have been those who represent the business and industrial community. Currently, the SLA Chapter has designated a member to represent the association on the Washington State Advisory Council on Libraries. In addition, channels of communication are kept open through several members of the State Library staff who maintain membership and actively participate in the chapter's activities.

## DESCRIPTIVE STATEMENTS ...

### STATE LIBRARY

#### GOVERNING BODY:

The State Library Commission is charged with the general supervision of the State Library and the appointment of the State Librarian, who serves at its pleasure. The membership of the commission consists of the State Superintendent of Public Instruction, who is ex officio chairman; a library trustee; a working, certified librarian; and two lay members. The last four members are appointed by the Governor for staggered four-year terms. The commission makes rules and regulations for the operation of the State Library and establishes the criteria for administering federal funds. In a "Statement of Policy" adopted by the State Library Commission in May 1972, two broad areas of responsibility were stressed: "To promote the establishment and development of public library service throughout the various subdivisions of the state ...; and to provide library service to state government." (See Appendix 3)

#### FUNDING:

The State Library is funded through appropriations from the Washington State Legislature. In addition, it receives federal funds and private grants.

#### RESPONSIBILITIES AND SERVICES:

The State Library is empowered by law to contract for services to the blind; contract with other state agencies for the provision of library services; and to administer the Interstate Library Compact. It is also designated as the depository and distribution center for public documents and agency reports.

Services provided to the libraries in Washington are: consulting, research, and evaluation assistance to libraries; interlibrary loan source for the state; library service to citizens not served by public libraries; and others, as requested by the individual library or by the library profession in the state.

The State Library contracts with the Department of Social and Health Services, Division of Institutions to provide library services to the staff and residents of all state institutions. To accomplish this service, the State Library contracts with a public library near to the institution and pays a base sum plus a specified amount per institution resident served. All thirty-four state institutions are served in this manner.

In another instance, the State Library and The Evergreen State College agreed that cooperative efforts, in order to improve services with a minimum of duplication of staff, collections, and facilities, was of utmost importance. The result was an agreement signed in May 1971 aimed at improving media services.

## OTHER STATEWIDE RESOURCES

### PACIFIC NORTHWEST BIBLIOGRAPHIC CENTER:

The Pacific Northwest Bibliographic Center, located at the University of Washington, became a non-profit corporation in August 1970 after thirty years of being part of the Pacific Northwest Library Association. PNBC is financially supported by and provides services to the states of Alaska, Idaho, Montana, Oregon and Washington. Individual units in the province of British Columbia contract for services.

The articles of incorporation list the two major goals of PNBC:

- A. To maintain a regional bibliographic center
- B. To encourage regional interlibrary cooperation to include, but not to be limited to:
  - 1. Serving as a regional center for interlibrary loan service and reference service
  - 2. Acting as a point of contact for national and other networks to facilitate liaison with Pacific Northwest libraries
  - 3. Providing leadership for regional projects involving the cooperative development and use of library resources.

Following the 1969 study, SHARING RESOURCES IN THE PACIFIC NORTHWEST, A STUDY OF PNBC AND INTERLIBRARY LOAN, (5) major reorganization of PNBC took place, including the change to a non-profit corporation status.

The center is in the process of adding the holdings of four of Washington's public institutions of higher learning to its union catalog which already contains the holdings of 42 libraries. In addition to developing its collection of bibliographic tools and adding sophisticated communication tools, PNBC has greatly reduced filing arrearages and streamlined the internal arrangement of the union catalog.

The role of the Pacific Northwest Bibliographic Center in Washington State network development and implementation is a primary one since it is the logical point to interface the regional reference and referral centers with a switching center which itself interfaces with regional and national resources.

### SCAN:

The installation of SCAN telephone lines (State Controlled Area Network), begun in the state-supported agencies and institutions and later extended to 22 public libraries and 12 privately-supported academic libraries, has notably improved communications among and between all types of libraries. This is an important step in the developing network system of Washington State.

## OTHER STATEWIDE RESOURCES ...

### REGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED:

In 1955 the state legislature approved a bill which authorized the State Library to contract with a public library in order to provide library service to the blind throughout the state. This allows the Seattle Public Library, a regional library for the blind, to be compensated for serving blind citizens residing outside the city of Seattle.

In 1967 the LSCA Title IV Advisory Council was appointed, and as a part of its planning responsibility under the act, authorized a survey of library services to the blind and physically handicapped and to state institutions. Louise Wenberg undertook this survey, which was delivered to the council in 1968. (28)

Services for the blind and physically handicapped have been ably delivered by the regional library, though it has been severely hampered by the lack of space for both storage and operating facilities. It is currently planned to develop new headquarters for the library, which will include facilities for the Washington State Services for the Blind taping service. This will bring coordination between programs which have been separate in the past.

Additional cooperative activity with implications for the services to the blind and handicapped in the state are the arrangements between the State Library, State Services for the Blind, the University of Washington, and the Library for Blind and Physically Handicapped to establish a Radio Talking Book Service. It is hoped that the service will begin on an experimental basis in the Fall of 1972.

### SCHOOL OF LIBRARIANSHIP:

The Graduate School of Librarianship at the University of Washington is accredited by the American Library Association. The school has traditionally provided leadership, as well as training of professional librarians, during the many years of its existence. The staff of the school has consistently provided expertise for surveys and planning activities on a statewide basis. In addition, the director of the library school is a member of the State Library Commission and a member of the State Board for Certification of Librarians.

### PACIFIC NORTHWEST REGIONAL HEALTH SCIENCES LIBRARY

Located on the campus of the University of Washington, the Regional Health Science Library is part of the federally-funded medical information network. The value of its service to the professional community and to the population dependent on the care provided by the practitioner has been amply demonstrated.

## PROFESSIONAL ASSOCIATIONS

The following associations are active in library planning and development in the state of Washington:

Washington Library Association, and its interest groups, which are:

- Association of Academic and Research Libraries
- Childrens' and Young Adult Services Section
- Handicapped and Institutionalized Services
- Library Administration Interest Group
- Social Responsibilities Round Table
- Washington Library Trustees Association
- Washington Community Library Council
- Junior Members Round Table

Washington State Association of Medical Records Librarians

Washington State Association of School Librarians

Washington Department of Audiovisual Instruction

Washington Community College Librarians and Media Specialists

Washington Higher Education Library Committee

In addition, Washington members of the library community are active participants in:

Pacific Northwest Association of Church Libraries

Librarians of the Northwest Association of Private Colleges and Universities

Pacific Northwest Library Association

Pacific Northwest Regional Group of the Medical Library Association

Special Libraries Association, Pacific Northwest Chapter

Spokane Inland Empire Librarians

# **APPENDICES**



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HOUSE CONCURRENT RESOLUTION NO. 20

WHEREAS, Since 1959, public library planning in the State of Washington has been aimed at the development of a system of regional libraries for the provision of service to all potential library patrons in Washington; and,

WHEREAS, Some 150,000 people in this state currently do not have access to library service; and,

WHEREAS, The Joint Committee on Education has recommended the development of a regional library system in the State of Washington; and,

WHEREAS, It is the belief of the Legislature that further study must be made before this proposal receives legislative approval;

NOW, THEREFORE, BE IT RESOLVED By the House, the Senate concurring, that the Legislative Council in conjunction with the Washington State Library Commission be directed to study the possibility of instituting regional libraries or other systems designed to provide adequate state-wide public library service. The studies by the Commission and a report outlining their findings and recommendations shall be submitted to the 1973 session of the Legislature. Such studies shall include the following:

- (1) Proposals for the substitution of contracting for services with municipal libraries as an alternative to complete regionalization.
- (2) Proposed methods and extent of local and/or state support for capital financing.
- (3) The boundaries for any proposed regional library district and the methods by which such boundaries shall be modified.
- (4) Continuance or expansion of present state and local support for library operation and maintenance.
- (5) Library standards.
- (6) Population predictions.
- (7) Methods of selecting regional library boards of trustees.
- (8) Methods of selecting local library boards.
- (9) Recommendations for financing a state-wide library system and proposed plans for state grants-in-aid to regional and local libraries that currently do not meet minimum American Library Association standards.
- (10) Proposals regarding the establishment of metropolitan library districts with the authority to tax.

(11) Proposals for a statewide network for library information, including proposed experimental pilot programs in library networking and with recommendations for the inclusion of university, college, community college, schools, special, and private libraries in a state network for library service: PROVIDED, That the proposals for a statewide network for library information shall include exclusion privileges for private library information by private libraries.

(12) Proposals for guaranteeing or providing an equitable library service to all segments of the populations, in particular, minority groups, the disadvantaged, the aged, the handicapped, and the young.

BE IT FURTHER RESOLVED, That all public librarians in the state and administrators working therefore are directed, upon request by the Legislative Council, to assist the Commission in carrying out the duties imposed on it by this resolution.

BE IT FURTHER RESOLVED, That the Joint Committee on Higher Education and the Joint Committee on Education appoint liaison members to assist in the development of the proposals outlined in this resolution and that a copy of this resolution be transmitted by the Chief Clerk of the House to all agencies named herein and all publicly-supported libraries in the state.

Passed the House March 19, 1971.

Thomas A. Swayze, Jr.

Speaker of the House.

Passed the Senate May 9, 1971.

John A. Cherberg

President of the Senate.

LOUIS BRUNO  
Chairman, State Library Commission

ROBERT W. WOODS  
Vice Chairman, State Library Commission



MARYAN E. REYNOLDS  
State Librarian

# WASHINGTON STATE LIBRARY

*Olympia*

98504

Adopted by Commission 5/23/72

## STATEMENT OF POLICY

- (1) Legal responsibility is vested in the commission.
- (2) Members of the State Library Commission, believing the State Library to be an integral part of the great educational system of Washington, hereby subscribe to the library policy of the state as outlined in section 27.12.020 RCW. They are pledged, as a part of the state's provision for public education, to promote the establishment and development of public library service, throughout its various subdivisions.
- (3) They furthermore believe it their responsibility to provide state officials and employees, as well as all citizens of Washington, whether in or out of school, with the widest possible opportunities for self-education, as well as the best available facilities for research and study. To do this most effectively, the following general policies shall be observed:
  - (a) The Washington State Library shall maintain a general library at the State Capitol for the use of state officials and employees and for members of the legislature, equipped to serve them effectively with library materials needed by them in connection with their official duties.
  - (b) It shall preserve state records and publications and all source materials that contribute to the history of the state. It shall maintain complete files of all publications of the state and secure, if possible, all those relating in any manner to the state. (RCW 40.04.020)
  - (c) It shall distribute to and exchange public documents with libraries both in and out of the state. (RCW 40.06)
  - (d) It shall offer legislative reference service as separate and distinct from (a) during the legislative session.
  - (e) It shall offer consultant services to state agencies regarding information needs.

STATEMENT OF POLICY ...

- (4) It shall give all possible support and help to libraries and librarians throughout the state toward establishing and maintaining the best type of library service whether in public, private, school, academic, institutional, or other types of libraries. It shall take the lead in promoting statewide library service of all types.

Programs of library development shall be an outgrowth of cooperative planning between the State Library Commission, the library profession, and interested citizens. To carry out this objective, the State Library shall:

- (a) Give assistance to libraries, library boards, governing bodies, and citizens throughout the state toward the establishment and maintenance of the best library service, by such means as: consultant services, financial grants in accord with the need and funds available for distribution, program, and fiscal ability;
- (b) Serve as the primary interlibrary loan center for all libraries of the state;
- (c) Render library service to individuals living in areas with no library service, this service necessarily limited by the acquisitions policy of the State Library; and
- (d) Assist in developing cooperative programs designed to further the development of a statewide library network.

PRINCIPLES  
AND  
RULES AND REGULATIONS  
for  
LIBRARY SERVICES AND CONSTRUCTION ACT PROGRAMS  
in  
WASHINGTON STATE

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WASHINGTON STATE LIBRARY  
Olympia, Washington  
April, 1965

Revised July, 1966; January, 1967; October, 1967; June, 1971; May, 1972

LIBRARY SERVICES & CONSTRUCTION ACT PROGRAM

SERVICES GRANT PROGRAMS IN WASHINGTON

(Not including construction)

Adopted on an emergency basis by Washington State Library Commission

May 23, 1972

PRINCIPLES

The Washington State Library Commission is responsible for the development of library service throughout the state and its various subdivisions. The Washington Library Association, along with other professional associations, has a major area of interest in statewide library development. A natural result of this mutual concern of the Commission and the professions is a close working relationship. Together these bodies assess the problems confronting libraries, and together they reach mutually-acceptable methods of achieving the desired goal of high quality programs with equitable library service for all.

Because of the importance of imaginative planning for total library service, the Washington State Advisory Council on Libraries, whose membership includes users of libraries along with professionals operating libraries, has been assigned this planning responsibility. The Washington State Advisory Council on Libraries is an advisory body to the Washington Library Association and Washington State Library Commission, and reports to them recommendations for the direction of library development in the state.

## STATEMENT OF CRITERIA

In a free and open society, the mission of libraries is to be aware of individuals' need for knowledge and personal growth and to respond to those needs by providing access to the wisdom, experience and imagination of mankind.

The State Agency's criteria for determining the adequacy of public library services to geographical areas and for groups of persons in the state are those criteria of the American Library Association as described in Minimum Standards for Public Library Systems, 1966, and such additional standards as may be adopted by the Washington Library Association. The determination of adequacy is made by comparing these criteria with annual reports which by law must be submitted to the State Agency by each public library.

In allocating Library Services and Construction funds, special consideration will be given to library programs, research and projects which:

- a. serve disadvantaged persons residing in urban or rural areas with high concentrations of low-income families;\*
- b. serve persons residing in sparsely-settled areas of the state, who are distant from adequate public library facilities;

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\*In accord with requirements of the Library Services and Construction Amendments of 1970 (Public Law 91-600) and the Code of Federal Regulations (45 CFR Part 130), priority will be given to a. above; i.e., programs or projects which serve urban and rural areas with high concentrations of low-income families.

These areas are defined as those areas with low-income families as reported in U.S. Bureau of Census 1970 PC (1)-C Series: General Social and Economic Characteristics. Low-income families are defined as those with annual incomes as designated by federal agencies. This information will be updated through publications of Washington State Office of Economic Opportunity.

Where applicable, an evaluation component will be a part of each project.

Where applicable, each grant request should contribute toward the achievement of the existing Washington State plan for library development, now called the Proposed Regional Library Plan for Washington by Charles Bowerman, 1950, or any plan which supersedes this existing plan.

Programs may also be developed across state lines when such inclusion meets the standards set forth and will contribute to the basic objectives of library development in Washington State. Interstate Compact legislation facilitates such programs.

- c. serve physically handicapped persons (including the blind or other visually handicapped);
- d. serve inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons, and other general or special institutions or hospitals operated or substantially supported by the state;
- e. serve persons residing in areas of the state having no local public library service;
- f. extend the range and improve the qualities of career development opportunities for people beyond high school age;
- g. lead to the improvement and efficient management of library resources, both human and material, and which provide to all people maximum accessibility to those resources.

## LIBRARY SERVICES AND CONSTRUCTION ACT PROGRAM

### OTHER SERVICES GRANT PROGRAMS

#### PRINCIPLES

Basic to Washington's program of library development are the following elements:

1. Encouragement of cooperation among all types of libraries, and between libraries and other agencies.
2. Improvement and extension of service to the unreached and unserved.
3. Programs which will provide impetus to the "Right to Read" efforts.
4. Merging of units of service into an effective system.
5. Local efforts to achieve establishment of logical library units without the demonstration process.
6. Recruiting of qualified professional librarians to the state, as well as alert, intelligent people into the profession.
7. Improving and strengthening all levels of education for librarianship.
8. Encouragement of in-service training programs for both professional and clerical employees.
9. Initiation and encouragement of library research and planning.

The Washington State Library Commission is receptive to requests which may include areas not yet specifically stated as eligible. The guiding principle upon which items are included has been and will be whether or not the proposal will make, or has the potential to make, a permanent contribution to the improvement and development of library service in our state. Also basic is the principle that grant funds do not take the place of local funds, but are to be used to support costs which cannot be considered a legitimate responsibility of the area requesting the grant or which constitute a temporary emergency.

## GRANTS

### EVOLUTIONARY GRANTS

Libraries, including system libraries, may apply for special grants by entering into an evolutionary plan of cooperation which shows a step-by-step progression. Cooperation requires that libraries enter into a written agreement to implement a plan of service for the libraries so contracting.

### MERGER GRANTS

In general, the purpose of merger grants is to facilitate the combining of separate administrative units for the purpose of strengthening and improving service. Also included are grants for new memberships in the Washington Library Film Circuit. Such grants are generally considered as one-time grants.

### ESTABLISHMENT GRANTS

Establishment grants may be made to new libraries, new library districts, and to a library system establishing or demonstrating an improved service program.

### EXTENDED SERVICE GRANTS

Extended service grants may be made to libraries bearing special burdens of service outside their normal service area.

### NETWORK GRANTS

Network grants may be made for projects which contribute to the development of the statewide library network, including reference and referral services.

### EDUCATION AND TRAINING GRANTS

Education and training grants may be made for projects of importance to all libraries. These may be for recruitment to librarianship; scholarships and/or internships; workshops for library staffs and trustees; support to professional library employees for obtaining specialized instruction; programs in community education in the use of libraries; volunteer training programs.

### RESEARCH AND PLANNING GRANTS

Grants may be made for studies which are designed to advance the development of library service in the state of Washington.

### DURATION

Establishment and merger grants for any particular situation will be given for one time only.

Extended service, evolutionary, and network grants may continue in accordance with service rendered.

Education and training and research and planning grants may be renewed or extended, depending upon the circumstances.

## LIBRARY SERVICES & CONSTRUCTION ACT

### PRINCIPLES FOR DEMONSTRATION PROGRAMS IN WASHINGTON

In line with the already adopted objective of the State Library Commission for the establishment and development of library service in the state according to the Proposed Regional Library Plan, the Washington State Library Commission proposes to expend library development funds to accomplish as much of this goal as is humanly possible.

The Demonstration process will be one method used toward the achievement of the goal of having adequate library service available to every citizen in Washington State. Each demonstration will be for a designated period of time, after which it is expected the area will vote to establish and support the library system.

All proposals for demonstrations will be judged on the basis of whether or not they will contribute to the achievement of the state's long-range objective. At the same time, the Proposed Regional Library Plan as formally adopted is not inflexible. Any proposal which contains changes of this plan will be carefully considered if the changes may be substantiated on a sound basis and constitute an improvement over the existing plan.

Demonstrations will be predicated on providing good library service to the unserved or inadequately served areas. Demonstrations may consist of:

1. Establishment of new service
2. Extension of existing services into new areas
  - a. unincorporated areas
  - b. incorporated towns
3. Demonstrations of merging of services
4. Any variation or combination of the above consistent with achieving library units having an adequate financial base.

Demonstrations will be under the general supervision of the State Library Commission. While library development funds are involved, the State Library Commission and the State Librarian are responsible for policy and method of administration as well as results. When support is assumed by the local area, legal control automatically becomes a responsibility of the Regional Board.

Achieving American Library Association standards of public library service will be the objective for all demonstrations. While it is recognized this goal may not be achieved immediately, these standards will be one unit of measure as to the adequacy of a proposed demonstration area.

As the entire program is to be aimed at achieving locally supported and controlled systems of library service with an adequate tax base, requests for demonstrations will be judged on the basis of whether this objective would be achieved. One basis for judgment will be the Proposed Regional Library Plan by Charles Bowerman, although as previously stated changes may be proposed if they may be substantiated as an improvement.

Plans for the utilization of funds through demonstrations should come from the key area involved and by cooperative action of the librarians, boards and interested citizens of all the area to be served. If, in the opinion of the Commission, critical need exists

in an area where plans are not being developed, the State Library staff will develop and promote acceptance of the proposal.

There will be a period of organization and preparation prior to the actual instituting of service. Citizen advisory committees will be established. These committees will be working with the program from its inception.

If a region rejects the library service, all support will be withdrawn and the staff and equipment financed from federal and state funds moved to an area determined by the Washington State Library Commission. When a demonstration has resulted in the legal establishment of a library system, all equipment, books and other tangible items will be turned over to the library as an establishment grant. In addition, funds will be provided to operate the library until the tax money is available. (In our state there is a lag of a year or more on this point.) Merger grants will be continued to encourage the small libraries to join the existing larger systems for improved services.

All library services will be free of charge in accordance with Washington State law and the provisions of the Federal act.

Careful records will be maintained to provide for adequate reporting both as to expenditures and results during the planning and execution of the demonstration.

RULES AND REGULATIONS FOR DEMONSTRATION GRANT PROGRAMS

Adopted by the Washington State Library Commission

June 11, 1971

1. The Washington State Library Commission will receive requests for demonstrations.
  - a. Each application will be acknowledged and each applicant notified when the project will be considered by the State Library Commission.
  - b. The State Library Commission will use the following standard as a guide: ALA Minimum Standards for Public Library Systems, 1966.
  - c. Rejected applications will be accompanied by a statement as to why the project was not approved.
2. Applications to the State Library Commission may be submitted by:
  - a. Library Board of an established library
  - b. Interested citizens' group
  - c. Governing body of an unserved area, e.g., Board of County Commissioners
  - d. Combinations of the above
3. Applications must be accompanied by a proposal describing the projected service pattern.
4. A schedule of the planned progress of the project with estimated dates when each step will be completed will be required.
5. Program and Budget for:
  - a. Pre-demonstration period
  - b. Demonstration period
  - c. Post-demonstration period
6. Applications will be judged by the following criteria:
  - a. Amount of local or community interest shown
  - b. Effect on the State's long-range program
  - c. ALA standards for public library service
  - d. Adequacy of the projected financial base
  - e. Adequacy of building facilities
  - f. Evidence of support (such as letters of intent to cooperate) from library board and/or governing bodies of incorporated areas

- g. All professional positions held by librarians qualified for certification by the State Board for Certification of Librarians (RCW 27.08.010)
- 7. Factors which will be considered in establishing priorities among requests received:
  - a. Need for the demonstration in relationship to the area's library development program
  - b. Number of persons to be benefited by improved service
  - c. Evidence the demonstration will, in fact, initiate a program of improvement of library service
- (Supporting evidence which helps provide information on the above points will be required of applicants.)
- 8. Agreements will be executed between the Washington State Library and the participating libraries regarding compliance with policies and established procedures.
- 9. Proposals will be considered in the order received, but all factors will enter into the final decision.
- 10. PHASING OUT. A vote of the people at the close of the demonstration for the establishment of the proposed library district assures the retention of all materials and equipment by the new district.

The day following conclusive evidence that a region has voted against the establishment of the proposed library district, all demonstration service will cease and materials will be withdrawn from the area. The State Library Commission is confident these steps will not have to be taken, but feels there should be no area of misunderstanding as to the effect of a negative vote.

If portions of a region vote favorably, a reasonable period of time will be given for the governing bodies of those portions to form the library system before all federal and state financed services, materials and equipment are withdrawn. The State Library Commission will be the judge of "a reasonable period of time."

## PRINCIPLES FOR CONSTRUCTION GRANT PROGRAM

### IN WASHINGTON

Adopted by the Washington State Library Commission  
April 16, 1964

Amended June 11, 1971

The Washington State Library Commission is responsible for the development of public library service throughout the state and its various subdivisions. The Washington Library Association has as its major area of interest statewide library development. A natural result of this mutual concern has been the establishment of a close working relationship between the Washington Library Association and the Washington State Library. Each assess problems, consider solutions and together reach mutually acceptable methods of achieving the desired goal of adequate library service for all.

The Statewide program of library development has as its objective the meeting of American Library Association standards for library service. In the public library field it has been established that this objective may best be met by library systems serving an area of sufficient population and resources to provide not only the bare essentials but a fully developed modern library service.

All proposals for construction grants will be judged on the basis of whether or not they will contribute to the achievement of the state's long range objective. One basis for judgment will be the Proposed Regional Library Plan by Charles Bowerman. Any proposal which does not conform to the plan will be considered but to receive acceptance and approval, evidence will be required to substantiate the premise that the changes constitute an improvement over the plan.

### Criteria

There should be:

1. Evidence this project contributes toward the achievement of the goal of adequate library systems.
2. Evidence of need for the building to enable the library to meet American Library Association standards.
3. A program of service to be developed
  - a. book collection
  - b. staff
  - c. services
4. Evidence the building is an essential part of the development of library service in its library system. (Planned program of building development)
5. Evidence that planning is on a coordinated basis with contiguous public library systems.

Principles for Construction Grant  
Programs in Washington

6. Evidence that the community has made adequate effort to provide local financing.
7. Evidence that Federal funds are not a substitute for local support.

Factors which will be considered in establishing priorities among requests received:

1. Need for the facility in relationship to the area program of library development.
2. Number of persons to be benefited by improved service.
3. Evidence the facility will, in fact, initiate a program of improvement of library service.
4. Date of application.

Supporting evidence which helps provide information on the above points will be requested of applicants.

The federal law requires that certain standards will be met. These requirements will be included in agreements between the Washington State Library Commission and the applicants. The requirements concern such items as:

- a. Wages meet local standards.
- b. Time and a half for overtime.
- c. Fair employment practices.
- d. Proper bid procedures (where applicable).
- e. Observance of health, fire and construction requirements.
- f. Civil rights.
- g. Flood.
- h. Handicapped.

RULES AND REGULATIONS FOR CONSTRUCTION GRANT PROGRAM

Washington State Library  
Olympia, Washington

First adopted May 26, 1964

Amended: April 6, 1965  
Amended: July 28, 1966  
Amended: October 17, 1967  
Amended: June 11, 1971

The following final rules and regulations were adopted by the Washington State Library Commission in order to comply with the provisions of the Library Services and Construction Act of 1969 (formerly Public Law 88-269; Public Law 89-511 & now Public Law 91-600).

1. Requests for projects from any unit within a library system must be submitted through the library administrator and approved by the respective library boards. Only projects to be owned by a state or local public agency are eligible for consideration.
2. Applicants will be required to give written evidence of official approval of any governmental unit involved in the project.
3. Agreements to observe the legal requirements of the grants will be executed between the Washington State Library and the officials administering approved projects.
4. Applicants will be required to submit adequate evidence for evaluation of their request on the points established as Criteria for Evaluation by the Washington State Library Commission.
5. Each application will be acknowledged and each applicant notified when the project will be considered by the State Library Commission.
6. Each applicant will be notified concerning acceptance or rejection by the State Library Commission within three days of such official action.
7. Rejected applications will be accompanied by a statement as to why the project was not approved.
8. Applications may be resubmitted with evidence the objections have been met.
9. Any applicant who feels their request has been unjustly rejected may request a hearing. Said hearing will be set to meet the Convenience of both the Washington State Library Commission and the applicant insofar as is reasonably possible.
10. The State Library Commission will use the following standards as guides for evaluation of the project's adequacy:

ALA Minimum Standards for Public Library Systems, 1966

ALA Small Libraries Project  
The small library building  
Interim standards for public libraries

11. The local share must be expended before grant funds will be paid, except for those projects covering two fiscal years, in which instance Federal regulations will hold. Grant funds will be paid based upon a percentage of completion.

## Rules and Regulations

12. As a general rule each project will be required to provide at least the full matching funds, as established by Federal ratio.
13. Certification must be presented that local funds are on hand.
14. Submission of a schedule of the planned progress of the project with estimated dates each step will be completed, is required.
15. Upon receipt of formal approval by the State Library Commission, the project must be initiated within a six months' period.
16. Location is subject to approval by a State Library consultant.
17. The building plans must meet the approval of a professional library building consultant. Federal Regulations as to evaluation of flood hazards, provision for the physically handicapped, environmental policies and procedures, and competitive bidding must be observed. When a plaque indicating completion date and source of funds is planned as part of the completed building, acknowledgment shall be given to federal participation.
18. The State Library Commission will establish a completion date, based upon the project architect's estimate of the time needed. A project is considered to be completed when it has been opened to the public for service.
19. Final payment of the grant will be upon completion of the project and when the State Library Commission has been satisfied that all conditions of the grant have been met.
20. When changes in Federal regulations affect the above without sufficient time for formal notice and change, Federal regulations will be considered as official.
21. Projects are reviewed by the agency designated by the Governor as Federal coordinator.
22. The Advisory Council will be kept fully informed as to pending projects, and progress of the approved project.
23. Participants in federally-funded projects will cooperate with the Advisory Council during the period of evaluation.

Filed with Code Reviser's Office - June 10, 1964  
Revision filed with Code Reviser's Office - April 8, 1965  
Revision filed with Code Reviser's Office - July 29, 1966  
Revision filed with Code Reviser's Office - October 19, 1967  
Revision filed with Code Reviser's Office - June 22, 1971

## STATE PROGRAM

### STATE OPERATIONAL GRANTS

(Non-functioning due to lack of funds)

#### PRINCIPLES

A library to qualify for operational grants must be part of a library system. A library system is an organization in which service outlets, in addition to the headquarters library, are administered under a single governing body with centralized responsibility for development of the total service program and the expenditure of all funds. In order to be considered a system, there shall be, in addition to the headquarters building, at least two library service outlets meeting the definitions below. At least one of these outlets must be a branch or a bookmobile. A plan based upon ultimate achievement of, or improvement upon, the ALA Minimum Standards for Public Library Systems, 1966, will be required.

#### RULES AND REGULATIONS FOR ALLOCATION OF OPERATIONAL GRANTS

1. There will be a base grant for a system.
2. There will be a bonus amount for a multi-county unit (unless a single county system meets all the base criteria [see definitions], in which case the single county will also receive the maximum).
3. There will be a factor based on a specific amount per square mile.
4. There will be a factor based on a specific amount per capita.
5. Special support for books and other materials.
6. Special support for headquarters service development and operating expenses, based on x cents per capita or a maximum sum.
7. There will be a maximum amount as a total allowable to any one system.
8. Special grant to any major library system to compensate for statewide services.
9. To receive the full amount of an allocation a library must be receiving for annual operational purposes at least 2 mills or the same as the previous year's financial support, whichever is greater, and the assessed valuation must be at the ratio to true value required by law. The Department of Revenue's ratios will be the accepted basis for judging this. Grants will be reduced by the percentaged difference involved for libraries not meeting these requirements.
10. Any library system or independent library that has special circumstances to present for an allocation will be given consideration.
11. If funds are not adequate to meet all requests qualifying, it will be the responsibility of the Washington State Library Commission to make a decision as to how the funds can best be disbursed to achieve the objective of good library service for all citizens in the State of Washington.

## DEFINITIONS

1. BRANCH:

A branch is a library service outlet with separate quarters, a basic collection, a regular staff, and open at least 25 hours per week.

2. STATION:

Station is a library service outlet located in a store, factory, club or other organization or institution, with a small and frequently changed collection of books, a paid library staff member and opened no less than 10 hours a week.

3. BOOKMOBILE:

A bookmobile is a mobile library, carrying books and other library materials, and maintaining a regular schedule of visits at intervals no greater than two weeks.

4. BASE CRITERIA:

Base criteria refers to the regional organizational pattern, as delineated by the PROPOSED REGIONAL LIBRARY PLAN by Charles Bowerman and any future revisions thereof, approved by the Washington State Library Commission.

## from

Name of Library \_\_\_\_\_

Date of formation \_\_\_\_\_

## Method

Address \_\_\_\_\_

Librarian \_\_\_\_\_

Date of Appointment \_\_\_\_\_

Estimated amount of Grant requested \$

| Name | Address | Date Appointed | Length of Appointment |
|------|---------|----------------|-----------------------|
|------|---------|----------------|-----------------------|

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Are all persons holding professional positions certified under Washington law? \_\_\_\_\_

[illegible]

I, \_\_\_\_\_, swear that the above information is, to the best  
of my knowledge, a true statement of facts.

(Signature) \_\_\_\_\_  
Chairman, Library Board

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 197\_\_\_\_\_.

My Commission expires \_\_\_\_\_

Notary Public

WASHINGTON STATE

Application

Public Library Construction Grant  
Public Law 91-600 (formerly Public Law 88-269 & PL 89-511)

The applicant hereby applies for construction funds available under Public Law 91-600 (formerly Public Law 88-269 & PL 89-511) and being administered under the Rules and Regulations adopted by the Washington State Library Commission on June 11, 1971 (revised July 28, 1966; October 17, 1967; May 26, 1964).

1. Legal name of Library:

\_\_\_\_\_

2. Address:

Street: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ Congressional District: \_\_\_\_\_

3. Established under Section \_\_\_\_\_ of RCW (Revised Code of Washington).

a. Are all persons holding professional positions certified under Washington law? \_\_\_\_\_

4. Population of legal service area:

1970 Census \_\_\_\_\_

Latest Census Board of  
Public Health estimate \_\_\_\_\_

5. Briefly describe the type of library: (i.e., regional headquarters, community library, etc.)

6. If not part of a system, describe what kinds of inter-library cooperation your library does participate in.

7. Submit a plan of service:

a. adequacy (national standards)

b. added or expanded services to be provided as a result of new facility

Public Library Construction Grant

8. Describe facility in terms of minimum standards (American Library Association). Include such items as:

- a. Building program statement (to include square feet for proposed construction)
- b. Site:
  1. legal description
  2. survey findings relative to desirability of location
  3. cost
- c. New construction - (eventually, plans to be approved)  
or
- d. Expansion, remodeling and alteration (eventually plans to be approved)
- e. Equipment

Describe briefly, as related to the project.

9. Architect

Name

Address

Licensed

10. Preliminary estimates of costs. (Complete only those items included in the project request.)

a. Fees

1. Architect
2. Construction
3. Legal and bonding
4. Tests
5. Building permits
6. Bid advertisement
7. Clerk of the works
8. Other

Total:

Public Library Construction Grant

10. (continued)

- b. Site
- c. Contracts
  - 1. New construction
  - 2. Expansion
  - 3. Remodeling
- d. Demolition
- <sup>1</sup>e. Equipment
- f. Other

GRAND TOTAL \_\_\_\_\_

11. Funds (other than Federal) available for the project:

- a. On hand
  - 1. Cash
  - 2. Gifts
  - 3. Bonds (sold)
  - 4. Other
- b. Future
  - 1. Tax levy (to be collected)
  - 2. Anticipated cash
  - 3. Bonds (authorized)
  - 4. Bonds (to be voted)
  - 5. Other (specify)

Subtotal: \_\_\_\_\_

Subtotal: \_\_\_\_\_

TOTAL \_\_\_\_\_

12. Estimate of total financing

- a. Local
- b. Federal
- c. Total funds required (estimate)

13. Please indicate the plan for payments.

- \_\_\_\_\_
- 1. To handle the matter of sale of items purchased with federal funds there should be a "depreciation" schedule established.

Public Library Construction Grant

14. The applicant agrees:

- (a) Construction work will be performed by fixed price contract. Adequate methods of obtaining competitive bidding will be employed prior to the awarding the construction contract, either by public advertising or circularizing three or more bidders. (To comply with applicable laws and codes.)
- (b) Copies of all contract documents, specifications and construction drawings will be submitted to the State Library.
- (c) Final working drawings and specifications must be approved by the State Library before the project is advertised for bidding.
- (d) The attached documents issued by the Washington State Library entitled Federal Labor Standards, General Conditions and Instructions to Bidders, shall be made a part of any contract signed in connection with this construction project.
- (e) These federal funds, if granted, will be used to construct a facility that will continue to be devoted to public library purposes until such time as replaced by a new facility.
- (f) Federal regulations as to flood hazards, and accessibility for handicapped, must be observed.
- (g) During construction the project shall display a sign stating that Library Services and Construction Act funds are being used.
- (h) Whenever public library facilities, or items of equipment, in which cost the federal government has participated (with funds derived from federal grants and state or local matching funds), are sold or no longer used for the purpose authorized by the applicable Title of the Library Services and Construction Act, the federal government shall be credited with its proportionate share of the value of such facilities, equipment or land, the value being determined on the basis of the sale price in the case of a bona fide sale or on the fair market value in the case of discontinuance of use or diversion for other than State plan purposes unless the items have reached zero value under the established depreciation schedule.
- (i) Inventories must be kept for all items of equipment referred to in Item 8 e, costing \$200 or more per unit and reported to the Washington State Library. When such items of equipment are sold or no longer used for the purpose authorized by the applicable Title of the Library Services and Construction Act, the local agency must report such disposition to the Washington State Library, following which appropriate action for reimbursing the federal government will be taken unless the items have reached zero value under the established depreciation schedule. Evidence of this must be submitted by the local agency when reporting the sale to the State Library.

15. The form of agreement to be executed between the Washington State Library Commission and the \_\_\_\_\_ Library, upon approval of this application is attached. The agreement and the application shall be two parts to the whole of such agreement.

Public Library Construction Grant

16. Attested to:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Librarian

\_\_\_\_\_  
City Manager

Approved by:

\_\_\_\_\_  
District Librarian

\_\_\_\_\_  
Chairman, District Library Board

CONTRACT

Washington State Library  
Olympia, Washington 98504

PUBLIC LIBRARY CONSTRUCTION GRANT

The members of the Washington State Library Commission hereby enter into an agreement with \_\_\_\_\_ to assist with funds for the construction of improved library facilities.

The Washington State Library Commission and the State Librarian, as the designated administrator of the Washington Plan for Construction, are legally authorized to administer a plan or plans to make available funds for the construction of public libraries as provided by Public Law 91-600 (formerly Public Law 88-269, and 89-511).

The \_\_\_\_\_ and the Washington State Library contract to provide for the administration and supervision of the federal funds as required by Public Law 91-600 (formerly Public Law 88-269, and 89-511) and permitted by RCW 27.04.060.

Responsibilities of the Washington State Library

To be guided by the Rules and Regulations adopted by the Washington State Library Commission (revised), Public Law 91-600 (formerly Public Law 88-269 and 89-511) and RCW 27.04.060.

The Washington State Library shall:

1. Provide funds in the total amount of \_\_\_\_\_. These funds shall be paid according to the payment schedule of the bid contract, after local funds have been expended.
2. Provide, as necessary, advisory services in furtherance of the project, and assure adequate supervision of the project.

Responsibilities of the \_\_\_\_\_ Library

The \_\_\_\_\_ shall:

1. Submit regular reports as required by the scope and content of the project as outlined in proposal.
2. Make request for the federal funds as provided in the payment schedule.
3. Make no changes from the approved drawings, specifications and contracts in the project and hereby made a part of this agreement without prior written approval from the State Library. Such written approval when given to become a part of this agreement.
4. Maintain the necessary records and documents to permit an accurate audit at any time. Records will be retained until notified the federal audit has been completed or five years following completion of the project.

Contract - Public Library Construction Grant

5. Bids will be called for within at least 90 days of signing of the contract. Construction will be according to the bid schedule which will be structured to permit completion within a reasonable time.
6. Provision shall be made for a final audit to be forwarded to the State Library upon completion of the project. Such audit will contain detail as required by the State Library, and certify that expenditures were in agreement with the provisions of Public Law 91-600, (formerly P.L. 88-269 & 89-511).
7. No expenditure will be made or action taken contrary to the provisions of Public Law 91-600 (formerly Public Law 88-269 and 89-511).
8. The Construction Project Application is hereby made a part of this contract.

This agreement made and entered into this \_\_\_\_\_, 197\_\_\_\_  
by and between the Washington State Library Commission and \_\_\_\_\_  
\_\_\_\_\_.

By \_\_\_\_\_  
Chairman,  
Washington State Library Commission

By \_\_\_\_\_  
\_\_\_\_\_  
Mayor

By \_\_\_\_\_  
State Librarian

By \_\_\_\_\_  
Chairman, Library Board